

HILDENBOROUGH PARISH COUNCIL

Pavilion and Recreation Ground – Riding Lane – Hildenborough – TN11 9HY

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Minutes of the Parish Council Meeting held in the Finzi Room of Hildenborough Village Hall, Riding Lane on Wednesday 10 April 2024

PRESENT: Cllr M Coles (Chair) Cllr K Dobson (Vice-Chair) Cllr N Harrowing
Cllr C Wynne Cllr A McNeil Cllr M Gorman
Cllr I Sklavenitis Cllr L Gabriel Cllr M Connor
Cllr M Wills

ALSO PRESENT: Ms J Church (Clerk); 1 local resident.

04/1 Apologies and reasons for absence

Apologies were received from Cllr Lewis (unwell), KCC Cllr Rayner (on holiday) and TMBC Cllr Barton (on a DofE expedition).

04/2 Declaration of Personal or Prejudicial Interests

Cllr Sklavenitis declared an interest with regard to Planning Application No. 24/00321 57 Brookmead, Hildenborough, along with the rest of the Planning Committee.

04/3 Declaration of gifts and hospitality

There were none.

04/4 Minutes of the Parish Council Meeting held on Wednesday 14 February 2024 for agreement and signature if a true record

These were approved by the Council as a true and accurate record and signed by the Chair, M Coles.

04/5 Matters arising from the Minutes of February's Meeting

There were none.

04/6 Clerk's Report

The Clerk's Report was noted. The Clerk confirmed that the installation of the dropped kerbs in the Brookmead area of Hildenborough has been completed and she had received a letter of thanks from a resident whose disabled grandson is one of the residents who will benefit from the dropped kerbs.

04/7 Items to be considered under item 04/15 Confidential Matters below

Item 8.12 to approve an uplift in the Maintenance Contractor's hourly rate.

04/8 FINANCE

8.1 To approve the updated asset register

Approved in February.

8.2 To receive, approve and sign a report detailing bank reconciliation prepared by the RFO for February and March 2024

The account balances at 29th February and 31st March were agreed as accurate and signed by Cllr Gabriel.

ACCOUNT BALANCES AND PAYMENTS for February, March 2024 and April 2024

Account Balances at: 31st March 2024

Account	Amount (£)
Unity Trust Bank	14,512.10
Unity Trust Savings	46,907.48
Business 95 Day Account	69,277.53
Total	130,697.11

Income received

Unity Current	Publications	£10.00
Unity Savings	Quarterly Interest	£454.11
Nationwide	Annual Interest	£2,348.65
Total		£2,812.76

8.3 To review and approve items of payments and receipts in February, March and April 2024

The following income and payments were approved for February, March and April 2024

Payments made: February 2024

BANK TRANS	Andy Baker	Weekly Inspections etc.	563.50	
BANK TRANS	Zurich Insurance	Insurance	1,070.42	
BANK TRANS	Hildenborough Conservation	Donation - Insurance	145.25	
BANK TRANS	Weld Done	Barrier repair etc. Recreation gd	714.00	
BANK TRANS	RWE	Tree work - Recreation Ground	360.00	
BANK TRANS	Hildenborough Village Hall	Room Bookings Q3	239.50	
BANK TRANS	Equans	Street Light repair Noble Tree	436.32	
BANK TRANS	Equans	Street Light repair Riding Lane	744.79	
Direct Debit	EDF	Pavilion Electricity	233.50	
Direct Debit	Salary related	NI/tax/expenses/salary/pension	76.28	New

Direct Debit	Salary related	NI/tax/expenses/salary/pension	76.28
BANK TRANS	Salary related	NI/tax/expenses/salary/pension	2,544.20
			<u><u>7,204.04</u></u>

Payments made: March 2024

BANK TRANS	Andy Baker	Weekly Inspections etc.	460.00
BANK TRANS	RWE	Trees -Leigh Road, Ridings Lane	1,512.00
BANK TRANS	Viking	Paper and Ink	116.35
BANK TRANS	HAGS	Swing Westwood	387.67
BANK TRANS	Tate Fencing	Fencing Rec	833.22
BANK TRANS	KCC	Dropped Kerbs Brookmead	13,699.81
Direct Debit	Lloyds Corporate Card	Water/IT/De-Fib batteries	482.47
Direct Debit	Unity Bank	Service Charge	24.15
BANK TRANS	Salary related	NI/tax/expenses/salary/pension	2,544.20
			<u><u>20,059.87</u></u>

Payments for Approval: April 2024

BANK TRANS	Andy Baker	Weekly Inspections etc.	506.00
BANK TRANS	Rialtas	Accounting Software	230.40
BANK TRANS	Hildenborough Road Races	Trophies	28.19
	St John's Church		
BANK TRANS	Hildenborough	Donation - churchyard maint.	1,500.00
BANK TRANS	Kings Mower Services	Mower & Strimmer maint.	136.19
BANK TRANS	Julia Church	Refreshments APM	10.14
BANK TRANS	Hildenborough Village Hall	Room Hire	223.00
Direct Debit	Lloyds Corporate Card	Water/IT/Data Protection	63.55
Direct Debit	Salary related	NI/tax/expenses/salary/pension	76.28
BANK TRANS	Salary related	NI/tax/expenses/salary/pension	2,544.20
			<u><u>5,317.95</u></u>

8.4 To approve End of Year accounts 2023/24

To be approved in May.

8.5 To approve Risk Assessment of Internal Control

To be approved in May.

8.6 To approve Statement of Internal Control

To be approved in May.

8.7 To discuss S106 monies of £31,260.34.

It was agreed to look at the first stage of obtaining quotes for the installation of a footpath around the perimeter of the Recreation Ground now that the first tranche of S106 monies amounting to £31,260.34 has been released.

ACTION: To liaise with members of the community to get an understanding of what is wanted by users of the recreation ground. To then research costs for different options, for example, for a 1m and 1.5m wide path, in time for consideration by the Open Spaces Group meeting on 1 May. To also begin to research suppliers of playground equipment for children with disabilities, in

addition to Sovereign Playground, in preparation for the release of the £30,000 S106 monies earmarked for the equipment.

8.8 To approve appointment of an additional Bank signatory.

The appointment of Cllr Sklavenitis as an additional bank signatory was approved.

8.9 To approve the quote of £1,060 for Cllr Sklavenitis, Cllr Gorman, D Haugh, A Baker and J Church to undertake a RPII Playground Safety Inspection course including the entry fee for Cllr Sklavenitis to take the exam at the end of the training.

The quote of £1,060 was approved.

8.10 To consider and approve quotations for setting up of Cloud sharing.

The cost and features of the various Cloud sharing options was discussed and Option 2 at a cost of £2,000 per annum was approved. Councillors also acknowledged the change to their e-mail addresses that will be required in order to access the service.

8.11 To consider quotations for tree inspection from Landscape Services, RWE and Quaife Woodlands.

In the absence of having received a third quote it was agreed to postpone the item until the next Open Spaces Group meeting on 1 May in order to obtain a third quote.

8.12 To approve an uplift in the Maintenance Contractor's hourly rate

See Item 4/15 – Confidential Items below.

8.13 To approve purchase and engraving of two trophies for the Hildenborough Road Race at a cost of £28.19

Approved.

8.14 To approve the purchase of the NBB Outdoors Wheelchair Access Picnic Table – Octagonal, in black, at a cost of £700 including delivery.

Approved. Purchase of the picnic table to be co-ordinated with the installation of the new picnic area.

8.15 To approve the quote for £2,160 from RWE for dead-wooding/removal of trees in West Wood with ash die-back.

Approved. **ACTION:** Clerk to notify RWE that the council have approved their quote and request a date for the work to be carried out.

8.16 To approve the purchase and installation of new Wet Pour to repair the playground surface in the Recreation Ground.

Postponed until the Open Spaces Group Meeting on 01 May 2024.

04/9 OPEN SPACES

9.1 Chair of Open Spaces Group to approve Maintenance Contractor's Report.

Approved.

9.2 To consider quotes for the picnic area in West Wood from Landscape Services and NW Landscape Construction.

After consideration, the quote from NW Landscape Construction to install a picnic area measuring 4m x 5.2m with raised oak sleeper bed at a cost of

£5,400 was approved. **ACTION:** Clerk to write to NW Landscape Construction to accept their quote and request a date for the installation of the picnic area.

9.3 To consider actions to be taken regarding the flooding in Knowsley Way from the Village Green.

The draft letter composed by the clerk to be sent to the resident who recently expressed concerns about the flooding was considered by councillors. It was agreed that the letter should not be sent until further thought has been given to the letter by Councillors Coles and Connor.

ACTION: Cllrs Coles and Connor to review the letter before sending to resident.

As stated at last month's Annual Parish Meeting, Cllr Rayner will visit the Village Green to view the site and speak to the residents of the affected households about their concerns. **ACTION:** Cllr Sklavenitis to liaise with Cllr Rayner to arrange a date to meet with residents at the Village Green.

9.4 To ratify the formation of a Working Party for the upgrade or rebuild of the pavilion.

The formation of the Working Party was ratified.

04/10 ITEMS FOR CONSIDERATION

10.1 To consider quotes for information boards (one A1 size main board, and three smaller A4 size warning signs) to be produced and erected around the pond area in West Wood.

The various options and quotes were considered and it was agreed to approve the purchase of an A1 oak Countryside Interpretation Panel from the Acorn Workshop costing £588 plus VAT, including delivery and three A4 tree mounted Interpretation Signs in n-viro aluminium from Fitzpatrick Woolmar costing £300 plus delivery and VAT in total. **ACTION:** Clerk to liaise with Cllr Gabriel who volunteered to create the artwork for the signs once the images and text are agreed at the Open Spaces Group meeting being held on 1st May.

10.2 To consider quotes for the provision and erection of a free-standing buoy.

Following research and discussion around the various life saving devices available on the market, councillors agreed to purchase two 30m throw lines that can be fastened to trees adjacent to the pond, costing £43.33 each plus VAT from Marine Warehouse.

10.3 To consider quotes for a professional risk assessment/pond survey at the pond in West Wood.

Having conducted extensive research to find a suitable independent person to carry out a professional risk assessment, the Council agreed to accept a quote provided by the Royal Life Saving Society for £1,191 plus VAT. **ACTION:** Clerk to notify RLSS that their quote has been accepted and request a date for the carrying out of the Risk Assessment.

10.4 Invitation for members of the PC to attend the 180th anniversary of St. John's Church service and Grand Exhibition Launch on Saturday 25th May.

Cllr Connor said that he would be attending the service on 25th May.

10.5 Invitation to have a Parish Council display at the St. John’s Church 180 anniversary exhibition (25 May – 01 June)

It was agreed that the council would decline the invitation to have a display at the exhibition.

10.6 Request for donations from KSS Air Ambulance Charity (£350) and West Kent Mediation Service.

It was agreed the charities would be asked to reapply for consideration in time for the Finance Committee Meeting in November.

04/11 ITEMS FOR DISCUSSION

11.1 Items for publication on Facebook and their author.

It was agreed to post information about speed awareness and to invite residents to contact the council if they wanted to display a 30mph speed limit bin sticker; to post regarding the Risk Assessment to be arranged for the pond in West Wood; to post regarding the first tranche of \$106 money becoming available which will enable the Parish Council to start the process of installing a footpath around the perimeter of the Recreation Ground.

04/12 HIP UPDATES

Following some discussion about concerns expressed by some councillors and residents regarding speeding traffic in Hildenborough, it was agreed that three new items should be added to the new Highways Improvement Plan:

- The introduction of traffic calming measures in Riding Lane
- The introduction of traffic calming measures in Nizel’s Lane
- The installation of 30mph warning signs on the B245 to remind motorists of the speed limit when they enter Hildenborough from the London Road end of the village.

Members agreed to approach Kent Highways with a request for them to send a representative to Hildenborough to explore potential traffic calming measures.

ACTION: Cllr Sklavenitis to write a letter to Kent Highways requesting a visit by a highways officer to Nizel’s Lane and Riding Lane to explore safety improvement measures. Clerk to speak to Highways concerning the display of temporary signage that could be placed on the highways or private land adjacent to the highways in the meantime.

04/13 PLANNING

13.1 To note planning applications considered and commented on the Council’s behalf received since 5th February

APPLICATION NO.	ADDRESS	PROPOSED APPLICATION	COUNCIL COMMENT
23/03498	Accommodation at Nizel's Ridge Farm, Nizels's Lane, Hildenborough, Tonbridge.	Barn conversion	Comment
23/03501	Hawden Farm, Hawden Lane, Hildenborough, Tonbridge	Non Material Amendment to planning permission TM/22/00456/FLEA to	No Comment

		realign the approved flood embankment	
24/0007	7 Sheridan Court, Tonbridge Road, Hildenborough, Tonbridge.	Boundary fence reduction	Comment
23/03464	14 Hardwick Rroad, Hildenborough, Tonbridge.	Tree Surgery	No Comment
23/03516	Sevenacre, Mill Lane, Hildenborough, Tonbridge	Demolition of existing dwelling and replacement with a 4 bed room dwelling.	Comment.
24/00042	26 HawdenClose, Hildenborough, Tonbridge	Loft conversion and rear dormer.	No Comment.
24/00170	10 Oakhurst Park Gardens, Hildenborough, Tonbridge.	Tree surgery	No Comment.
23/03516	Sevenacres, Mill Lane, Hildenborough, Tonbridge.	Revision to drawings.	Comment.
24/00199	The Coach House, Nizel's Lane, Tonbridge TN11 8NZ	Tree surgery	No Comment
24/00173	1 Reams Farm Cottages, Lower Street, Tonbridge TN11 8PT.	Erection of car port	
24/00148	Hollanden Park Oast, Riding Lane, Hildenborough, Tonbridge TN11 9LH.	Pond renovation	No Comment
24/00227	17, Coldharbour Lane, Hildenborough, Tonbridge TN11 9JT.	Tree surgery.	No Comment.
24/00220	130, Oakhill House, Tonbridge Road, Hildenborough, Tonbridge, TN11 9DZ.	Amendments to planning permission TM/23/03204.	No Comment
24/00024	25 Hilden Park Road, Hildenborough, Tonbridge TN11 9BL.	Lawful Development Proposed: Extension to dropped kerb.	No Comment.
23/03493	Fairhill Court East, Riding Lane, Hildenborough, Tonbridge TN11 9QL.	Combine two properties back into single dwelling.	No Comment.
24/00285	Buildings at Trench Farm, Coldharbour Lane, Hildenborough, Tonbridge.	Demolition of existing buildings and erection of	No comment

		one 4-bed dwelling (resubmission)	
24/00282	Trogmarsh, Leigh Road, Hildenborough, Tonbridge TN11 9AH.	Erection of car port	No comment
24/00276	33 Hill View Road, Hildenborough, Tonbridge TN11 9DD.	Single storey side extension	No comment
24/00341	Stables West of Nizels North, Nizel's Lane, Hildenborough, Tonbridge	Alterations to windows and doors.	No comment
24/00327	Stables West of Nizels North, Nizel's Lane, Hildenborough, Tonbridge	Minor amendment to planning application	No comment
24/00325	4 Oakhill House, Langdon Down Road, TN11 9FE	Listed building application	No comment.
24/00321	57 Brookmead, Hildenborough, Tonbridge TN11 9DP	Loft conversion	Committee members declared interest
24/00374	Trench Farm, Coldharbour Lane, Hildenborough, Tonbridge TN11 9LE	Barn conversion to form four dwellings	Comment
24/00361	4 Stocks Green Road, Hildenborough, Tonbridge TN11 9AD.	Construction of extension.	No comment
24/00324	4 Oakhill House, Langdon Down Road, Hildenborough TN11 9FE.	Re-roofing of existing roof.	No comment.

04/14 ITEMS FOR INFORMATION ONLY

14.1 Correspondence

The clerk confirmed that correspondence had been circulated to members where required.

14.2 Notes from Member representatives

14.2.1 Village Hall representative

Cllr Lewis issued a report stating that the Village Hall currently has a surplus of £15.5k but as the building is to be re-wired this summer at a cost of £25-£30k they must still be vigilant with regard to the costs of the services they buy in (gas, electricity, water, etc.)

14.2.2 KALC

Cllr Wynne reported that she will be attending an online meeting of KALC on Thursday 18th April.

14.2.3 Training undertaken during February and March

There was no training to report.

14.2.4 Councillor feedback from 12 March and 9th April visits and representative for Farmers' Market on 14 May 2024.

Cllr Dobson said there was nothing significant to report from her visits to the Farmers' Market and it was disappointing that no-one had requested a 30mph bin sticker for display outside their property. **ACTION:** Clerk to publicise the availability of the stickers in Centrepiece and on Facebook. Cllr Gorman said he would attend the Farmers' Market on 14th May.

The Chair to move that the press and public to be excluded from the remainder of the meeting.

04/15 CONFIDENTIAL ITEMS

Item 8.12, to approve an uplift in the Maintenance Contractor's hourly rate
An uplift from £23 to £25 per hour was approved.

The meeting closed at 9.30pm

Signed Chair **May 8 2024**

Public Session

A local resident attended the meeting to make an appeal to the Parish Council to commit to resist to any future development that would lead to further increase in the volume of traffic on the B245. He asked for measures to be taken including to support him in collecting statistical evidence for any objections to future development. The Chair responded to say that the matter would be referred to the Planning Committee to consider. They will then make their recommendations to the Parish Council.